

COE Electronic Message Board Request Form

ORGANIZER INFO:

Request Date: _____

Name: _____

Department: _____

Phone/Email: _____

Special Instructions/Additional Comments:

Your Event Details:

1. eMessage Board Date To Display By: _____
2. Remove by (if applies): _____
3. Please attach Pdf/Word document/Flyer with event details including:
Title, Date & Time, Location/Room number, Description, Pictures and/or accompanying URLs
4. **Email COE Electronic Message Board request form to:**
Sharon Lopinot: sharonlopinot@missouristate.edu

8/27/19